

# Fressingfield C of E Primary School

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Headteacher: Mr Mark Taylor



2<sup>nd</sup> September 2020

Dear Parents and Carers,

I hope you have had a wonderful summer with your family, and that everyone has stayed well and safe. The staff are really looking forward to seeing all the children again and welcoming them back to school. I would also like to welcome Mrs Neeves to the Early Years Foundation Stage (EYFS), as the class teacher, on Monday and Tuesday until the October half term. Mrs East will be the class teacher on Wednesday, Thursday and Friday.

This letter is to remind you of the arrangements for September. The government has released further guidance for all schools, and we have consequently amended our procedures where necessary. The following information is similar to the letter sent out in July, but I just want to clarify a few points before the children return to school.

Although the children are starting back to school on Thursday 2<sup>nd</sup> September we are still in the middle of a global pandemic and things are not the same as this time last year. We can significantly reduce the risk to our community if children, parents, and staff closely follow the schools and government guidance. Consequently, I ask that you follow the procedures and timings set out in this letter. Specifically, I must emphasize that if your child is feeling poorly, they must stay at home and parents need to phone the school. All the symptoms of Covid-19 in children is still not fully clear, but if your child has any of the following (see below) **they must be kept at home!** The school will then advise as to the next course of action. Additionally, please ensure that an adult is available to collect your child quickly if they fall ill to minimise the potential risk to others.

## Possible symptoms

- a high temperature (children's temperature is normally about 36.4 degrees Celsius)
- a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

Source (NHS England)

Other symptoms in children might include;

- Diarrhoea
- Fever
- Rash
- Trouble breathing
- Feeling tired and lethargic
- Losing their appetite and going off their food

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The start and the end of the day could be a bit slow to start with, so please be patient. Additional sinks have been installed to speed up hand washing for children upon entry, but please read the timings below very carefully and follow the schools one-way arrows outside of the school to minimise contact with others.

### **Rationale**

The prevalence of coronavirus has decreased, and the NHS Test and Trace system is up and running. As a result, schools can now extend their bubbles to a full class of children. Returning to school is vital for children's education and wellbeing. Consequently, we are working hard as staff to think about ways of supporting all our children to return to school full time and will work with you as parents, to support any concerns that you may have. A risk assessment has been devised in line with government guidance that ensures procedures will be in place to minimise the risk to children and staff. However, the Covid-19 virus is still with us and it is imperative that parents, children and staff follow the school procedures to minimise the risk to everyone.

### **Updated Procedure Letter**

#### **Social distancing**

Whilst Government advice remains in place nationally for us all to maintain social distancing, we can all appreciate that this is much more difficult to enforce within a school setting. We will however continue give children as much space as possible, including the use of outdoor areas and a set of designated class play equipment. At break and lunchtime, we will be operating a no touch approach for all children, but the children will be allowed to play together within their bubbles. We will endeavour to do as much as we can which is reasonably practicable to adhere to social distancing and staff will endeavour to encourage this to the best of their ability, but parents and carers should be aware that in a school context, we cannot guarantee social distancing of our children.

#### **Attendance**

Attendance for all children will be compulsory from September unless they have an official shielding letter from the NHS. Therefore, the school's attendance policy will apply and followed. Obviously, support will continue to be offered where needed and if as a parent you are concerned about your child please contact the school.

#### **Our school organisation**

From November I am pleased to announce that Miss Bennett will be joining the EYFS team. Again, the school has been fortunate to be able to employ another fantastic teacher and I hope that she will be available to meet the children and parents before she starts in November. In the meantime, Mrs East will extend her teaching week and Mrs Neeves is joining the team for the half term. They will of course be ably supported by Mrs Bishop.

Our staffing structure will be as follows.

<b>Class</b>	<b>Teacher responsible</b>	<b>Support Staff</b>
Waveney (mainly Yr N and Yr R)	Mrs Neeve (Mon-Tue) Mrs East (Wed-Fri)	Mrs Bishop
Danube (Yr 1/Yr 2)	Miss Adamson	Mrs Borrett
Colorado (Yr 2/Yr 3)	Mrs Buckenham	Mrs Tooley
Congo (Yr 4/Yr 5)	Mrs Perry	Mrs Waring
Yangtze (Yr 5/Yr 6)	Mr Leicester	
Office	Mrs Drax with additional support member of staff TBC.	

Staff can work across bubbles, but we will try to reduce this where possible.

## **Lay out of the school**

Each class will be their own bubble. Therefore, classes will not be allowed to mix at break and lunchtimes. Desks in classrooms will be forward facing and children will be allowed to sit next to each other. The library, hall and atrium areas will not be used by children. Children will also not be allowed to go to the office unless it is an emergency.

## **Start and end of the day**

No adults, apart from staff employed by the school and some adults from SEND support services, will be allowed on site during the school day. As adults we also will need to maintain social distancing. To support this, we will continue with the one-way system (arrows are sprayed on the ground outside the school site) which we ask adults to follow please. Entry to our school site for children will be via the main gate (Danube, Colorado, Congo and Yangtze classes) and the side gate (Waveney Class) to the Early Years area. The top gate will continued to be kept closed for now.

## **The start of the day**

In order to minimise the number of parents outside the school at any given time we have scheduled arrival and collection times for each group of children. It is essential that these times are adhered to. Please do not arrive during another class time slot in order to avoid the mixing of bubbles. The children will continue to have their temperatures taken and if a child has a temperature over 37.8 degrees Celsius parents will need to take their child home and further advice will be given to parents.

## **End of the day**

Parents will collect their children from the main gate (Danube, Colorado, Congo and Yangtze classes) and Waveney class will be collected from the side gate. Nursery children will also be collected from the side gate at the moment.

There will be no after school clubs, but again this will be reviewed as the term progresses.

## **School Timings**

In order to reduce adults on site at any one time, our staggered times will be:

<b>Yangtze</b>	Arrive at <b>8.35am</b> and Leave at <b>3.20pm</b> (drop and collect at the <b>main gate</b> )
<b>Congo</b>	Arrive at <b>8.40am</b> and Leave at <b>3.10pm</b> (drop and collect at the <b>main gate</b> )
<b>Colorado</b>	Arrive at <b>8.45am</b> and Leave at <b>3.15pm</b> (drop and collect at the <b>main gate</b> )
<b>Danube</b>	Arrive at <b>8.50am</b> and Leave at <b>3.20pm</b> (drop and collect at the <b>main gate</b> )
<b>Waveney -please use these times from 9/09/2020</b>	Arrive at <b>8.50am</b> and Leave at <b>3.20pm</b> (drop and collect at the <b>side gate</b> )
<b>Bus children</b>	Arrive at <b>8.30am</b> and leave at <b>3.15pm</b> ( <b>main gate</b> )

The staff will attempt to let all the children from a family start and leave at the same time. To ensure parents make a quick drop off please ensure that if you have more than one child at the school, that they are all dropped at the same time. To help with this all the children in a family should be dropped when the first sibling comes to school. At the end of the day the children will leave when the last sibling is due to leave the school. If you have a child in Waveney class and an older class please drop your older child at the main gate first before taking your youngest child to the side gate.

## **School Transport**

I have been informed that school transport will be running again in September. At this stage I do not have any information regarding the bus provider, but Suffolk Schools Transport should have been in contact with parents during the summer holidays to confirm arrangements. Once the school is informed of who the transport provider will be, we will work with them to help ensure the risk for those travelling on vehicles is minimised as much as possible. Up to date information can be found at

<https://www.suffolkonboard.com/school-travel/> .

## School meals

Hot meals will be available, but there will be a limited option available. Meals can be paid for in the same way as normal, although we will be asking parents to book in advance from September to aid ordering. Children can continue to bring packed lunches. Children will continue to eat their lunch in their classrooms, apart from Waveney class who will theirs in the dinner hall.

## Equipment needed by the children

Children can only bring the following to school with them. All items must be labelled!

- Packed lunch unless they are in Reception, Year 1, Year 2 or qualify for universal free school meal or free school meals
- Coat
- Sun hat
- Water bottle
- Moisturiser if they have sore hands from handwashing
- Sun cream should be applied at home and not in school

**Children should not bring pencil cases or any other item than those above from home including soft toys!**

## Uniform

All children should wear school uniform from September. The latest guidance states that uniform should be laundered in the normal way and a change of clothing for each day is not required. Further to my letter at the end of the summer term the uniform from September will be as follows:

### **Girls Uniform**

Black Shoes (no open toed sandals or high heeled shoes please)

Grey (charcoal) skirt, pinafore, trousers or shorts.  
Waveney class children should wear grey tracksuit bottoms

Green and white checkered dress

White polo shirt or blouse/shirt

Green sweatshirt or green cardigan

Green or grey tights or white socks

Plain small stud earrings - no loops please!

School Book Bag with logo - no big school bags please!

### **Boys Uniform**

Black Shoes (no open toed sandals or high heeled shoes please)

Grey (charcoal) trousers or shorts  
Waveney class children should wear grey tracksuit bottoms

White polo shirt or shirt

Green sweatshirt, jumper or green cardigan

Green or grey socks

Plain small stud earrings - no loops please!

School Book Bag with logo - no big school bags please!

## **PE**

On PE days from 9<sup>th</sup> September (**Wednesday and Thursdays**) children should wear their PE kits to school and keep a pair of plimsolls and trainers in school to change into. Having a change of footwear is important because there is a chance that the trainers used for PE could get wet.

- Plimsolls for indoor P.E trainers for outdoor P.E.
- Pair of black shorts
- Green t-shirt
- Pair of socks
- Tracksuit bottoms and tops (preferably black or grey) can be worn in cold weather
- **Earrings must be removed for PE**
- PE bag

## **First aid and Medical Procedure**

**Please do not send your child to school if they are displaying any Covid-19 symptoms.** These include

- a high temperature (children's temperature is normally about 36.4 degrees Celsius)
- a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

*Source (NHS England)*

If your child or any member of your household displays the above symptoms, they should self-isolate and follow the NHS and government guidance (see links below).

Children will still be treated for first aid and parents will be informed of medical interventions. However, please be aware that if a child needs treating and has a cough, is sneezing, has been sick, shows signs of a fever or diarrhoea, the member of staff treating them will wear a face mask, eye protection, gloves and a disposable apron.

Those children displaying signs of Covid-19 will be isolated, preferably in an outside covered space, to help stop any transmission of the disease and contamination of the indoor space. The child will have an adult present at all times who will be wearing PPE if a distance of more than 2 metres cannot be kept.

If a child is sent home with Covid-19 symptoms the child will need to self-isolate for 10 days and their family (including siblings) for 14 days. The siblings of any child sent home will also need to go home to start self-isolation. Schools have been told that test kits will be issued to them. Therefore, your child might be sent home with a testing kit if they are over the age of 5 years. All other family members can also apply for a test kit by going online at <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/> . See the following websites for further guidance and advice:

If the child and family get a negative test result they can return to school before the end of the seven days upon providing proof of a clear test.

<https://111.nhs.uk/covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/>

<https://www.nhs.uk/conditions/fever-in-children/#:~:text=A%20normal%20temperature%20in%20babies,infections%20like%20coughs%20and%20colds.>

### **What will happen if we have a confirmed Covid-19 case?**

- The child/staff member would self-isolate for 10 days, with the rest of the household isolating for 14 days
- Any child or member of staff who displays symptoms will be told to do a test for COVID-19 and not attend school. Where the child/staff member tests negative, they can return to school before the end of the 10 days upon receipt of evidence stating the test was clear.
- Where the test is positive, the rest of the 'bubble' will be sent home and advised to self-isolate for 14 days. Household members of the bubble do not need to self-isolate unless the child/staff member subsequently develops symptoms. Children and staff in the bubble will be advised to take a test for Covid-19
- Further advice will be taken by the school from Public Health England and parents will be kept informed of any change in circumstances following guidance from the health authorities

### **Intimate Care**

If a child soils or wets themselves parents will be called to come and collect them. Staff will not be able to change a child. A member of staff can however verbally help them. If there were to be any staff intervention requiring them to come into contact or 2 metres of the child, they will wear PPE (gloves, apron, mask and eye protection).

### **Cleaning**

Additional cleaning will take place throughout the day in addition to after school.

### **Online Learning**

The school is in the process of setting up Google Classroom so that children will be able to learn at home even more effectively if there was a class or school closure in future. More information will follow regarding online learning soon.

### **In Summary**

The staff and I are very much looking forward to all the children returning. We have really missed the children and realise that being away from friends and school has been difficult for them and the school is planning to support the children's well-being as much as their academic development.

I thank you all for your continued support and again urge you to consider our whole community by continuing to follow the government guidance and school procedures.

Yours sincerely

A handwritten signature in black ink that reads "M Taylor". The signature is written in a cursive style.

Mark Taylor

(Headteacher)